

Opening Date: August 28, 2019
Closing Date: September 5, 2019
Work Location: Austin, Texas
Posting Number: 19-98
Monthly Salary: \$5,784.59--\$6,800*
Group/Class: B26/1604
Travel %: 20%
Division/Department: WSI/FP/Regional Flood Planning
Number of Positions: 1

*Salary commensurate with experience and qualifications.

JOB VACANCY NOTICE

Manager (Manager V)

*Texas Water Development Board, Stephen F. Austin Building
1700 North Congress Ave., Room 670, Austin, Texas 78701
Please contact Human Resources for accommodation requests.
Phone: (512) 475-2142
Apply at: Work in Texas www.workintexas.com OR
HR@twdb.texas.gov*

(INTERNAL POSTING)

Job Description Summary

Performs advanced (senior-level) managerial work administering the daily operations and activities of the Texas Water Development Board's (TWDB) new, high-profile Regional Flood Planning (RFP) Department of the Office of Water Supply and Infrastructure (WSI). Responsible for assisting in the establishment and oversight of the statewide, regional flood planning program of the agency with significant outreach and stakeholder involvement. Coordinates and guides the development of the regional flood plans and for agency review, and Board approval that will be the basis for the state flood plan. Work requires highly proactive management involving; establishing the new regional flood program; establishing goals and objectives; developing guidelines, procedures, policies, rules, and regulations; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating department activities; developing and evaluating budget requests; and monitoring budget expenditures. Plans, assigns, and supervises the work of others. May train others. Works under limited supervision, with considerable latitude for the use of initiative and independent judgment. Reports to the Director of the Flood Planning Division.

Essential Job Functions

- Establishes a new, agency regional flood planning program including assembling a team.
- Provides technical and administrative assistance to guide and support regional flood planning groups and various stakeholder activities in developing regional flood plans and ultimately the first state flood plan.
- Proactively generates and manages a significant amount of communications with regional flood planning groups and other stakeholders.
- Develops and oversees multiple regional flood planning grant contracts and directly manages research and planning contracts related to flood planning to assure that products meet the intent of the scope of work, rules, and statutory requirements.
- Assists in developing agency flood planning guidance, rules, and other documents.
- Manages activities and provides direction, coordination, technical guidance, support to and supervision of agency staff in the RFP Department.
- Provides effective leadership and management of the RFP Department.
- Monitors and reports department work activities.
- Authorizes department hiring, separations, disciplinary actions, and employee performance rewards.
- Assigns job duties and tasks, conducts performance evaluations, clarifies roles and responsibilities, and monitors and measures performance against goals.

Female and minority applicants are encouraged to apply.

Males born on or after January 1, 1960, will be required to present proof of Selective Service registration on the first day of employment or proof of exemption from Selective Service registration requirement. All offers of employment are contingent upon the candidate having legal authorization to work in the United States. Failure to present such authorization within the time specified by the U.S. Department of Labor will result in the offer being rescinded. Candidates must be eligible to work in the United States without requiring sponsorship. Only applicants interviewed will be notified of their selection or non-selection. Resumes will not be accepted in place of a completed State of Texas application unless indicated.



The Texas Water Development Board does not discriminate on basis of race, color, national origin, sex, religion, age, or disability in employment or provision of services, programs, or activities. Please visit TWDB Career Page: <http://www.twdb.texas.gov/jobs/> for more information.

TWDB participates in E-Verify! Information from each new employee's Form I-9 will be provided to the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS) to confirm work authorization.

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- Evaluates department performance and recommends and leads improvements.
- Develops schedules and tracking materials to ensure that various requirements are met, and process deliverables will meet deadlines.
- Directs, monitors, and anticipates program activities and develops and implements necessary revisions to agency rules, guidance, and procedures as a result.
- Identifies stakeholder needs and monitors regional planning process to ensure that the RFP Department meet deadlines and statutory requirements in the development of their regional flood plans.
- Participates in development of and oversight of the state flood planning database.
- Provides support for legislative, agency, public, media, and other information requests.
- Represents the regional flood planning program at meetings with other agencies (state and federal), with legislative staff, or at conferences and panels.
- Oversees the development of program guidelines, procedures, policies, and rules, and provides oversight of quality control reviews of regional flood plans; communications and information dissemination; funding application process; internal policy development; and program development within established deadlines.
- Assists in compiling, writing, and otherwise developing the state flood plan.
- Participates in Supervisor-approved Career Development Plan activities, including the establishment of employee goals and identification of job-related training opportunities as discussed with supervisor.
- Oversees development of section staff, including development of section and department goals, and identification and approval of employee job-related training.
- Manages all project activities within the RFP Department providing technical direction and guidance.
- Supports department administrative requirements related to organization, budget, and personnel.
- Ensures the provision of quality customer service from the department to both internal and external stakeholders.
- Manages the performance of direct reports, to include, timely completion of performance appraisals, and follow-through on disciplinary actions as needed.
- Maintains confidential and sensitive information.
- Ensures individual and team files (electronic and hard versions) are appropriately maintained and timely disposed of in accordance with the agency's records retention procedures and schedule.
- Maintains required certifications and licenses and meets the continuing education needs and requirements of the position to include, attending mandatory training courses.
- May be required to operate a state or personal vehicle for business purposes.
- Performs other duties as assigned.

Minimum Qualifications

- Graduation from accredited four-year college or university with a major in Planning, Civil/Environmental Engineering, Hydrology, Economics, Geography, Public Policy or Public Administration, or related field.
- Seven to nine years of relevant professional experience in flood-related planning, mitigation, response or recovery; land-use planning; water resources planning; infrastructure planning; and/or flood modelling and mapping; or other closely-related work.
- Three years of progressively responsible professional work experience managing projects/programs and supervising staff.
- Professional experience in public stakeholder processes.
- Relevant education and experience can be substituted on a year-for-year basis.

Preferred Qualifications

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- Graduate degree from an accredited four-year college or university with major course work in Planning, Civil/Environmental Engineering, Hydrology, Economics, Geography, Public Policy or Public Administration, or related field.
- Four years of progressively responsible professional work experience managing projects/programs and supervising staff.
- Experience developing and managing contracts.
- Three years of professional experience in public stakeholder processes.
- Certified Flood Plain Administrator.
- Experience writing and producing technical reports.

Knowledge, Skills, and Abilities (KSAs)

- Knowledge of local, state, and federal laws and regulations relevant to RFP Department; and of the principles and practices of public administration.
- General knowledge of flood risk concepts and the principles related to flood planning and flood mitigation.
- General knowledge of flood modelling and mapping processes and GIS mapping in general.
- Skills in using Microsoft Office programs such as Word, Excel, and Access.
- Skills in use of internet, email, word processing, spreadsheet, presentation, and database software.
- Skills in providing good customer service, both internally and externally.
- Skills in preparing reports.
- Ability to identify work-related process, data, or oversight gaps and to generate and implement solutions to address them.
- Ability to understand, write, and present complex technical information to a non-technical audience.
- Ability to quickly become conversant in flood-related federal, state and local laws and agencies, as well as associated flood programs, flood funding programs, policies, and regulations.
- Ability to effectively coordinate with and coordinate the development and distribution of technical guidance and information to agency staff, consultants, regional flood planning groups, state and federal agencies and other stakeholders regarding flood planning.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to agency staff, as well as to other political entities and the public both verbally and in writing.
- Ability to work with others in a team environment and cooperate with supervisors, co-workers, and others.
- Ability to prioritize, manage multiple tasks, and schedule work in order to maintain regular progress on assignments and meet deadlines.
- Ability to successfully develop, deploy, and oversee contracts.
- Ability to establish goals and objectives.
- Ability to devise solutions to problems.
- Ability to identify and mitigate program and agency risks.
- Ability to adhere to work schedules, follow procedures with respect to leave and submit accurate timesheets by prescribed deadlines.
- Ability to make mature, objective decisions and identify areas of potential problems.
- Ability to perform effectively and willingly when changes occur in scope and nature of the work and work environment.
- Ability to perform routine and non-routine work assignments accurately and on-time with little or no supervision.
- Ability to perform assigned duties and improve work habits and/or output.
- Ability to complete assigned work, on time, neatly and with infrequent errors.
- Ability to interpret policies, procedures, and regulations.
- Ability to provide prompt, courteous and accurate assistance and clear and concise communication to internal and external stakeholders both verbally and in writing.

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- Ability to work and cooperate with others in a team environment.
- Ability to manage multiple tasks.
- Ability to stand/sit/move with no physical limitations or aids to perform activities such as retrieve/replace files in a large file system for boxes up to 30 lbs.
- Ability and willingness to travel 20% of the time, primarily within the State of Texas. Ability to operate a vehicle (state or personal) for state business and maintain a driver's license and driving record that complies with state and agency requirements.
- Ability to work days that may exceed 8 hours, including early mornings, nights, and weekends.
- Ability to train others.
- Ability to assign and/or supervise the work of others.

Remarks

- Copy of required academic transcripts and/or licensures and driving record must be submitted at the time of hire. Failure to provide required documentation will result in no further consideration for employment.
- Important Notice: Otherwise qualified candidates who are ultimately considered for potential employment with the Texas Water Development Board may be the subject of a request for any criminal history record information maintained by the Texas Department of Public Safety (DPS). Evidence of a criminal conviction or other relevant information obtained from the DPS shall not automatically disqualify an individual from employment with the Texas Water Development Board.